



# IDAHO REAL ESTATE COMMISSION

REE-058-14  
Rev. 07/08

(208) 334-3285 TRS (Telecommunications Relay Service) 1 800 377-3529

## CORPORATION LICENSE APPLICATION

*Commission Use Only*

Date Filed \_\_\_\_\_

Receipt Number \_\_\_\_\_

Mail or deliver this application, attachments, and fees (payable to IREC) to:

IDAHO REAL ESTATE COMMISSION  
633 N 4TH ST  
PO BOX 83720  
BOISE ID 83720-0077

### 1. CORPORATION INFORMATION:

- a. Name of the Corporation \_\_\_\_\_
- b. The Corporation is doing business as (DBA name, if any) \_\_\_\_\_
- c. Street address, city, state and zip \_\_\_\_\_  
\_\_\_\_\_
- d. Mailing address, city, state and zip \_\_\_\_\_  
\_\_\_\_\_
- e. Business telephone \_\_\_\_\_ f. FAX Number \_\_\_\_\_

### 2. OFFICERS: Attach a list of names, titles, and addresses of all the officers and directors of this corporation.

### 3. REGISTRATION: Attach a file-stamped copy of either an Idaho *Certificate of Incorporation* (Idaho corporation) or an Idaho *Certificate of Authority* (foreign corporation), whichever is appropriate, that was issued by the Idaho Secretary of State. (Applications for these certificates may be obtained from the Office of the Idaho Secretary of State at (208) 334-2300 or PO Box 83720, Boise, Idaho, 83720-0080.)

### 4. DBA REGISTRATION: Attach a file-stamped copy of an Idaho *Certificate of Assumed Business Name* that was issued by the Idaho Secretary of State, if applicable. (Applications for this certificate may be obtained from the Office of the Idaho Secretary of State at (208) 334-2300 or PO Box 83720, Boise, Idaho, 83720-0080.)

### 5. TRUST ACCOUNT INFO: Attach a completed *Notice of Opening a Trust Account and Authorization for Commission to Inspect* form.

### 6. DESIGNATED BROKER: Every corporation shall designate and appoint one (1) of its officers to be the designated broker for the corporation. That broker applicant must submit his/her application and fee (or *Notice of Change* form and fee(s)) along with this application for the corporation. When the designated broker applicant and the corporation have complied with all requirements of the license law, the Commission shall issue a license to the corporation, which shall bear the name of the appointed officer as the designated broker of the corporation. Thereupon, the officer so designated shall act as a real estate broker only as an officer or agent of the corporation, and its affiliated or subsidiary corporations and not on his/her own behalf.

- a. Name and title of designated broker applicant: \_\_\_\_\_
- b. Attach a copy of the minutes or resolution of the corporation showing that the above named officer has been named the designated broker for this corporation.
- c. Attach EITHER a license application for the designated broker applicant, if he/she is not currently licensed as an Idaho broker, OR a *Notice of Real Estate License Change* form for the designated broker applicant, if he/she is currently licensed as an Idaho broker. The broker's form needs to include the appropriate fees.
- d. **New Designated Broker:** New Designated Broker applicants must have completed the Idaho Broker Management or Business Conduct and Office Operations (BCOO) course within the previous 3 years. This requirement applies to all designated broker applicants, even those licensed in another state and/or applying under a license recognition agreement.

Required Course (check one)	Provider	Location (city, state)	Completion Date
<input type="checkbox"/> Idaho Brokerage Management	_____	_____	_____
<input type="checkbox"/> BCOO	_____	_____	_____

**7. ERRORS & OMISSIONS INSURANCE:** Idaho Law requires that actively licensed business entities obtain and maintain Real Estate Errors & Omissions (E&O) Insurance as a precondition to licensure, and that no entity may hold an active real estate license without insurance. Failure to obtain and maintain insurance will result in the immediate inactivation of the license, and will also subject the designated broker to disciplinary action, which could include suspension or revocation of the license and imposition of a fine. Applicants are required to obtain a Certificate of Insurance, signed by an authorized agent or employee of the insurance provider, which must be made available for inspection upon request by the Commission.

This business entity has obtained E&O insurance ☐ YES ☐ NO

Errors & Omissions Insurance Carrier: \_\_\_\_\_  
Policy Number (if known): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**8. FEES:** \$50 for the Corporation, the appropriate broker fee (if application), and a list of licensees affected by the change. License certificates are not required.

I request an optional license certificate for only the company .

(Add \$15 for each certificate) ☐ YES ☐ NO

I request an optional license certificate for all licensees affected by this application.

(Add \$15 for each certificate) ☐ YES ☐ NO

If you want an e-mail notice that the Commission has received your completed application, provide your e-mail address:

**PLEASE NOTE:** Applications are processed in the order they are received. Updates on the status of license applications will NOT be given over the phone. You will receive a notification by U.S. Mail when your application has been approved. You may also check the "Licensee Search" section of our website at [www.irec.idaho.gov](http://www.irec.idaho.gov) for status information. When your business name and license number appear on the website, the license has been approved.

The Corporation certifies that the answers appearing hereon and on all attachments are true and correct; and further certifies that it agrees to conduct its business in accordance with the real estate laws and rules governing real estate practice in Idaho.

Date \_\_\_\_\_

Corporation Name \_\_\_\_\_

Proposed Designated Broker *(signature in full)* \_\_\_\_\_

President *(signature in full)* \_\_\_\_\_

Secretary/Treasurer or Vice President *(signature in full)* \_\_\_\_\_

State of \_\_\_\_\_ )  
 ) ss.  
County of \_\_\_\_\_ )

I, \_\_\_\_\_, a notary public, do hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, who, being by me first duly sworn, declared that they are the proposed designated broker and officers of the \_\_\_\_\_ Incorporated, that they signed the foregoing document as agents of the corporation, and that the statements therein contained are true.

S Notary Public \_\_\_\_\_

E Residing at \_\_\_\_\_

A My Commission Expires \_\_\_\_\_

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*Because of rising costs associated with issuing a refund, it is the policy of the Idaho Real Estate Commission (IREC) to refund overpayments of under \$25 only if requested in writing within 30 days of IREC receipt of the overpayment. Overpayments of \$25 or more will be automatically refunded to the licensee. There will be a \$20 fee assessed for each check returned to IREC for insufficient funds.*